

City of Rockford, Illinois

Community & Economic Development Department
Construction and Development Services
425 East State Street, Rockford, IL 61104
Phone: (779) 348-7158 Fax: (815) 967-4243
Web: www.rockfordil.gov



MECHANICAL LICENSE EXAMINATION APPLICATION

2021 APPLICATION FILING and EXAMINATION DATES

FILING DEADLINE: (Second Thursday of each Month by 5:00PM)	TESTING DATE: Testing is held the second Thursday of each month at 8:30am *subject to Mechanical Board Approval first
January 14, 2021	*February 11, 2021
February 11, 2021	*March 11, 2021
March 11, 2021	*April 8, 2021
April 8, 2021	*May 13, 2021
May 13, 2021	*June 10, 2021
June 10, 2021	*July 8, 2021
July 8, 2021	*August 12, 2021
August 12, 2021	*September 9, 2021
September 9, 2021	*October 14, 2021
October 14, 2021	*November 10, 2021
November 10, 2021	*December 9, 2021
December 9, 2021	*January 13, 2022
January 13, 2022	*February 10, 2022

*****Upon submittal of an application, the Mechanical Board will review the application and determine if the applicant has met the requirements set forth in the Mechanical Code Amendments to take the license examination.**

If you have any questions, please call Christina at (779) 348-7409 or email @christina.hargrove@rockfordil.gov.

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CONSTRUCTION AND DEVELOPMENT SERVICES DIVISION

Mechanical License Examination Application

To obtain a mechanical license from the City of Rockford, you must qualify and be approved by the Mechanical Board to take the mechanical examination and shall pass the examination as provided by the Mechanical Board. The following qualifications and requirements are from the 2015 International Code Family with amendments including the International Mechanical Code as amended and International Fuel Gas Code as amended, and the International Residential Code as amended:

All applicants for a license shall be of legal age, and **shall**:

1. **MANDATORY that the applicant have had at least five (5) years of experience in the trade for the class of license he is applying for or;**
2. have a degree in related mechanical technologies from an accredited university or college for the class of license he is applying for plus one (1) year of practical experience in that class or;
3. have completed a registered apprenticeship program recognized by the Mechanical Board for the class of license that he is applying for,

Examinations for licenses are given by the City of Rockford Mechanical Inspector Stewart Johnson on the second Thursday of every month. The applicant must test within 90 calendar days of approval to test or will have to re-apply. One week notice of intent to take the license exam is required. If testing for more than one exam, each test may be given on different days; as each test requires a 2 hour time frame.

Return Applications to:
Christina Hargrove
Construction and Development Services
425 East State Street
Rockford, IL 61104
Phone: (779) 348-7409
Fax: (815) 967-4243
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Classes of Mechanical Licenses

- Class A** Class A license shall be issued to a person desiring to enter into the business of installing, altering, or repairing warm air heating, air conditioning, and ventilating equipment.
- Class A1** Class "A1" license shall be issued to a person desiring to enter into the business of performing work on detached one (1) and two (2) family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures constructed under the International Residential Code on warm air heating and cooling (air conditioning) installations, and service replacements. The "A1" license excludes hotels, motels, and any housing units as established by the
- Class B** Class B license shall be issued to a person desiring to enter into the business of installing, altering, or repairing boilers, hydronics, steam heating, and solar systems.
- Class D** Class D license shall be issued to a person desiring to enter into the business of installing, altering, or repairing of refrigeration piping of kitchen equipment or equivalent such as: walk in coolers, walk in freezers, dairy cases, ice machines and the refrigerant piping of comfort cooling equipment only.
- Class E** Class E license shall be issued to a person desiring to enter into the business of installing, altering, or repairing any or all of the consumer gas piping from the point of delivery to the gas cock preceding the appliance.
- Class E1** Class "E1" license shall be issued to a person desiring to enter into installation, altering, or servicing of any or all of the consumer gas piping from the point of delivery(meter) to the gas shut-off valve immediately preceding the appliance on detached one (1) and two (2) family dwellings and townhouses not more than three stories above-grade in height with a separate means of egress and their accessory structures constructed under the International Residential Code and provided it is under one P.S.I.G. and less than 2 ½" inside diameter pipe. The "E1" license excludes hotels, motels, and any housing units as established by the *International Building Code* (such as group homes, boarding houses, halfway houses and similar uses).
- Class F** Class F license shall be issued to a person desiring to enter into the business of installing prefabricated fireplaces, gas logs, Franklin stoves, inside barbecue burners or pits, and inside charcoal pits.
- Solar Systems** Class B license, Illinois Plumbing Contractor registration, and Illinois Plumber's license required.
- Geothermal** Class A license, Class B license, Illinois Plumbing Contractor registration, and Illinois Plumber's license required.



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425 East State Street
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Mechanical License Examination Application

This form must be completed in full. You must show 5 years history in the license you are applying for. The application must be signed & dated.
Failure to comply with the above instructions will delay action on this application.
When completed, this form must be presented to
Construction & Development Services, Mechanical Division.

TO BE FILLED OUT BY THE APPLICANT

Name of individual applying for license: _____			
Address: _____		City	State
			Zip
Mobile #: _____	Email: _____		

Business name of person, firm, or corporation to whom permits are to be issued: _____			
Address: _____		City	State
			Zip
Phone: _____	Email: _____		

Circle Class(es) of license applied for: A A1 B D E E1 F

Are you currently licensed as a mechanical contractor in any other municipality or state?	
YES* _____	NO _____
<i>* if yes, please attach notarized documentation of license(s)</i>	

Is this a re-submission?	YES _____	NO _____
Mechanical License Class _____	Original Application Date _____	

Education

School and Address	Year Graduated
College/University	
Trade/Vocational	
Other	

Courses completed relevant to License applying for :

School and Address	Course Description	Date Completed

Applicable certifications and licenses:

Description	City and State	Date Completed

Work History

Please be sure to include 5 or more years of solid work history in the Mechanical Field.

Name of Company/Business:	From (M/Y)	To (M/Y)	Type of Business	Phone Number	
Street address		City		State	Zip
Job Title			Supervisor's Name		
Job duties:					

Name of Company/Business:	From (M/Y)	To (M/Y)	Type of Business	Phone Number	
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Street address		City		State	Zip
Job Title			Supervisor's Name		
Job duties:					

Experience and Qualifications

Describe your experience and qualifications for each class of license that you are applying for. Be sure to include job duties (installation, service, etc.) and all other relevant information.

Be specific.



Applicant Applying for license must sign and date this form

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein state to be true on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

Signature

Date